

**Matt Blunt**  
Governor



**Michael N. Keathley**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Division of Accounting  
570 Truman Building, 301 West High Street  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
**INTERNET:** <http://www.oa.mo.gov/acct>  
**E-MAIL:** [acctmail@mail.mo.gov](mailto:acctmail@mail.mo.gov)

**Thomas J. Sadowski**  
Director

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** October 1, 2007  
**RE:** SAM II Journal Voucher (JV) Cutoff Dates

This is a friendly reminder for agencies to send correcting Journal Voucher documents and supporting documentation to OA/Accounting. The JVs must have all agency approvals applied prior to e-mailing the request and supporting documentation to [OASAMIICentralAcct@oa.mo.gov](mailto:OASAMIICentralAcct@oa.mo.gov) by 5:00 p.m. on the dates indicated below:

- The last working day of October for corrections relating to documents processed July – September
- The last working day of January for corrections relating to documents processed October – December
- The last working day of April for corrections relating to documents processed January – March
- Mid June for corrections relating to documents processed April – May
- Mid July for corrections relating to documents processed in June.

If you have any questions, please contact our office at (573) 751-2971.